



DEPARTMENT OF THE NAVY  
FLEET AVIATION SPECIALIZED OPERATIONAL  
TRAINING GROUP PACIFIC FLEET  
P.O. BOX 357068  
NAS NORTH ISLAND  
SAN DIEGO, CALIFORNIA 92135-7068

FASOTRAGRUPACINST 1800.1

05

12 OCT 1994

FASOTRAGRUPAC INSTRUCTION 1800.1

Subj: RETIREMENT CEREMONIES FOR PERSONNEL ASSIGNED

Ref: (a) BUPERSMAN 6220160

Encl: (1) Retirement Check Off Sheet  
(2) Example Script and Sequence of events

1. Purpose: To establish guidelines for the planning and conduct of retirement ceremonies for personnel retiring from FASOTRAGRUPAC.

2. Background: In accordance with reference (a), the retirement or transfer to the Fleet Reserve, shall, if desired by the member, be preceded by a ceremony designed to express appreciation for the many years of faithful and honorable service the member has devoted to the U.S. Navy and a grateful nation.

3. Policy

a. Participation in a formal ceremony is not a mandatory requirement, however, each member is required to make a choice. The Command Career Counselor and the member's department head should indicate on the member's request chit, whether or not a retirement ceremony is desired.

b. In accordance with reference (a), personnel who are transferred to FASOTRAGRUPAC from other activities, for further transfer to the Fleet Reserve or the retired list, will contact their last permanent duty station to conduct the ceremony. This may be waived at the discretion of the member's department head with the concurrence of the member.

c. The following items will be supplied by FASOTRAGRUPAC. Any other items are the responsibility of the member's department:

(1) DD363 "Certificate of Retirement" or NAVPERS 1830/3 "Fleet Reserve Certificate."

(2) NAVPERS 1650/59 Wife's Certificate of Appreciation or NAVPERS 1650/62 Certificate of Appreciation from the United States Navy (designed for husbands).

(3) DD 2542 "Certificate of Appreciation for service in the armed services of the United States." Signed by the Commander in Chief.

(4) Letter of Appreciation to the member from the Commanding Officer.

(5) Letter of Appreciation for the spouse from the Commanding Officer.

(6) Engraved brass plates, as appropriate, for the shadow box and command plaque.

(7) For members retiring with 30 years or more, refer to reference (a), article 3820010 for additional certificates.

#### 4. Action

##### a. Department Head

Designate a ceremony coordinator per enclosure (1).

(2) Provide rough draft Letters of Commendation to the member and spouse from the Commanding Officer.

(3) Provide input for Commanding Officer's speech if he is the guest speaker (discuss with CO).

Prepare and submit award citation and paper work.

(5) Provide a rough draft notice using enclosure (2) as a guideline to the Administrative Officer NLT 30 days prior to the ceremony.

b. Command Career Counselor: The Command Career Counselor is designated as the Command Coordinator and shall:

(1) Upon receipt of request for transfer to the Fleet Reserve, work with the member to determine the date and type of ceremony desired. Place the ceremony on the command's long-range calendar.

(2) 120 days prior to ceremony, issue enclosure (1) to the responsible department head.

12 OCT 1994

Stock and or obtain the following Certificates:

- (a) NAVPERS 1650/59
- (b) NAVPERS 1650/62
- (c) NAVPERS 1830/3
- (d) DD Form 2542

(4) Starting 90 days prior to the ceremony, provide a biweekly update on all retirements by memo to the Commanding Officer, via the Command Master Chief and Executive Officer.

c. Ceremony coordinator: (as assigned by cognizant department head)

Perform functions as outlined in enclosure (1)

d. Code 90

(1) Provide photographic coverage as requested by the coordinator.

(2) Provide engraved brass tags as requested by the coordinator

e. Member

(1) Establish date, time, location, uniform and type of ceremony desired.

(2) Work with the coordinator to complete optional items as outlined in enclosure (1). It should be noted that optional items are at the member's own expense.

f. Command First LT (Code 12)

Assist in the set up of the ceremonial area.

  
M. T. SERHAN

Distribution:  
FASOTRAGRUPACINST 5216.2T

12 OCT 1994

FASOTRAGRUPAC  
Retirement Ceremony Checklist  
COMMAND CAREER COUNSELOR IS COMMAND COORDINATOR  
Specific Coordinator will be appointed by the respective  
Department Head  
90 Days Prior to Retirement/Terminal Leave Date

Designate Coordinator \_\_\_\_\_ (Department Head)

Establish date \_\_\_\_\_

Time \_\_\_\_\_

Location \_\_\_\_\_

Uniform \_\_\_\_\_

Master of  
Ceremonies \_\_\_\_\_

Guest  
Speaker \_\_\_\_\_

Order U.S. Flag (Note 1

Order Shadow Box (Note 1

Order Command Plaque (Note 1)

Submit Recommendation for personal Award.  
(Department Head)

Order Invitations (Member optional

Request Band (Optional Coordinator)

Request Color Guard (Optional Coordinator)

Enclosure (1)

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12 OCT 1994

60 Days Prior to Ceremony

Order Programs (Member Optional)

Place on Commanding Officer's Calendar (Coordinator)

Submit Rough Notice including Script to Admin Officer

30 Days Prior to Ceremony

Request Photographer (Coordinator)

Mail Invitations (Member)

Reserve Ceremonial Bell, Bullets, Red Carpet and any vehicles (Coordinator)

Select notify and confirm side boys (Coordinator/member)

Arrange for refreshments (Member)

Arrange for honors Boatswain's Mate (Coordinator)

Arrange for Chaplain if desired by member (Coordinator)

Send Message to COMNAVBASE for inclusion in area  
Message (Coordinator / ADMIN)

Request Sound System (Coordinator)

Request Chairs for guests (Coordinator)

12 OCT 1994

2 Weeks Prior to Ceremony

Arrange for ceremonial Bell Ringer (Coordinator)

Submit POW note announcing ceremonies (Coordinator)

Submit list of VIP's to Admin, include list of persons needing passes to get on base (Coordinator/Member)

Verify the following letters and certificates are available:

Commander in Chief Certificate

Fleet Reserve Certificate (with lapel pin)

FASO Retirement Letter of Commendation

Spouses Letter of Appreciation

Spouses Certificate of Appreciation

Award

Arrange for flowers for the spouse (Note 1)

Sign out final Notice for ceremony (Coordinator/Admin)

Set up any pre-ceremony events ie. Coffee and Cookies for family with CO. (Coordinator)

Request message on MWR marquee (Coordinator)

Order Cake from galley (Coordinator)

**12 OCT 1994**

5 days Prior to Ceremony

Forward Base access list to security (Coordinator/Admin)

Complete Seating Chart and assign ushers (Coordinator)

Reconfirm Band, Color Guard, Chaplain and Side Boys  
(Coordinator)

2 Days Prior to Ceremony

Compile all awards, certificates, shadow box, plaques  
etc.

Arrange set up of area (Coordinator)

Brief Master of Ceremonies and the Presiding Officer on  
the sequence of events (Coordinator)

NOTE 1: Normally provided by mess Officer/ Enlisted if retiree  
is a member otherwise responsibility of cognizant  
department

12 OCT 1994

**Example Script and Sequence of Events**

"LADIES AND GENTLEMEN WELCOME TO THIS CEREMONY HONORING  
\_\_\_\_ UPON HIS/HER TRANSFER TO THE  
FLEET RESERVE AFTER \_\_\_\_\_ YEARS OF  
HONORABLE SERVICE TO HIS/HER COUNTRY. PLEASE RISE AND  
REMAIN STANDING FOR PARADING OF THE COLORS, NATIONAL  
ANTHEM AND THE INVOCATION. STAFF ATTENTION"

"PARADE THE COLORS"

"OUR NATION ANTHEM"

M.C. "POST THE COLORS"

\_\_\_\_\_ WILL DELIVER THE INVOCATION"

(INVOCATION)

"LADIES AND GENTLEMEN (NAME OF CO) COMMANDING OFFICER  
FASOTRAGRUPAC" (OR THE PRESIDING OFFICER(P.O.) IF THERE  
IS AN OFFICER OTHER THAN C.O.)

PO/CO REMARKS OR INTRODUCES GUEST SPEAKER

GUEST SPEAKER REMARKS

Enclosure (2)



12 OCT 1994

M.C. ASK MEMBER TO JOIN PRESIDING OFFICER

READ AND PRESENT FOLLOWING ITEMS:

COMMAND LOC

AWARD IF ANY)

DD 2542 "CERTIFICATE OF APPRECIATION"

SHADOW BOX (DESIGNATED PRESENTER)

M.C. "WOULD ( ) (SPOUSE) PLEASE COME TO  
THE DIAS"

M.C. READ AND PRESENT

SPOUSE APPRECIATION CERTIFICATE

COMMAND LOC

(RETURN SPOUSE TO SEAT)

M.C. " (MEMBER) WOULD YOU LIKE TO  
INSPECT THE STAFF"

MEMBER INSPECTS STAFF THEN RETURNS TO THE PODIUM AND  
DELIVERS REMARKS AT COMPLETION OF REMARKS MEMBER TURNS  
TO PRESIDING OFFICER AND REQUESTS PERMISSION TO " GO  
ASHORE" TO TRANSFER TO THE FLEET RESERVES/RETIRED LIST

M.C. READS RETIREMENT CERTIFICATE PRESIDING OFFICER PRESENTS

M.C. "SIDE BOYS POST"

12 OCT 1994

P.O. "YOU MAY GO ASHORE"

MEMBER IS PIPED OVER THE SIDE

M.C. "LADIES AND GENTLEMEN PLEASE RISE AND REMAIN STANDING  
FOR THE INVOCATION AND RETIRING OF THE COLORS"

M.C. " \_\_\_\_\_ WILL DELIVER THE BENEDICTION"

\_\_\_\_\_ BENEDICTION

M.C. "RETIRE THE COLORS"

M.C. " THIS CONCLUDES OUR CEREMONY \_\_\_\_\_  
INVITES YOU TO JOIN HIM/HER FOR A RECEPTION AT \_\_\_\_\_  
\_\_\_\_\_ "